

Amber Jones

REAL ESTATE OPERATIONS | TRANSACTION COORDINATION | BROKERAGE SYSTEMS

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PROFESSIONAL SUMMARY

Real Estate Operations and Transaction Coordination professional with 8+ years of experience supporting residential real estate teams, agents, brokers, clients, and complex transactions. Experienced in contract and document management, deadline tracking, compliance, client communication, listing coordination, brokerage administration, and workflow development. Known for creating organized systems, improving operational processes, and independently managing time-sensitive priorities across multiple stakeholders.

WORK EXPERIENCE

Director of Operations / Transaction Coordinator January 2018 – Present
Jones-Parker & Fulton Property Group

- Support brokerage operations and transaction workflows for approximately 30 real estate professionals, coordinating roughly 1,200 residential transactions from pre-listing through closing while maintaining organized, accurate, and deadline-compliant files.
- Manage a concurrent pipeline of approximately 15–25 active transactions, tracking contracts, disclosures, addenda, amendments, signatures, critical deadlines, and supporting documentation through closing.
- Serve as a central point of communication among agents, clients, lenders, title and escrow professionals, vendors, and other transaction stakeholders.
- Review transaction documents for completeness, accuracy, required signatures, and compliance prior to submission and execution.
- Coordinate listing preparation, client documentation, disclosures, property information, and transaction requirements necessary to prepare listings for market and support successful closings.
- Develop and maintain standard operating procedures, transaction workflows, templates, checklists, and internal systems that improve efficiency and reduce administrative redundancies.

Administrative Assistant January 2016 – December 2018
NJP Properties

- Provided administrative and operational support to real estate leadership, clients, and day-to-day business activities.
- Prepared and maintained client records, real estate documents, professional correspondence, transaction files, calendars, and internal business documentation.
- Improved document-management and organizational systems to support efficient record retrieval, client communication, and office workflows.

CORE COMPETENCIES

Transaction Coordination | Real Estate Operations | Contract & Document Management | Listing Coordination | Closing Coordination
Compliance | Deadline Management | Brokerage Administration | Workflow Optimization | Stakeholder Communication

PROFESSIONAL EDUCATION

Real Estate Licensing Coursework
Key Realty School | Nevada

TECHNOLOGY & SYSTEMS

Transaction Management

Transaction Coordination Workflows & Systems, Digital Document Management, Compliance Tracking, File Organization

Software

Skyslope, TransactionDesk, Paperless Pipeline, Showingtime, MLS Platforms, Electronic Signature Platforms, CRM & Database Systems, Microsoft Office Suite, Google Workspace, Notion, Asana, Canva

Operations

Workflow Development, SOP Creation, Process Improvement, Team Training